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18 February 2020

9(2)(a)

**RE Official Information Act request CDHB 10241**

I am writing to acknowledge receipt of your email dated 13 December 2019, requesting the following information under the Official Information Act from Canterbury DHB Smoke-free policies and smoking policies. Specifically:

- 1. Smoke-free policies (tobacco) used by Canterbury DHB between and including the years 2000 – 2019.**
- 2. Policies related to smoking (tobacco) used by the former Canterbury CHE and Health and Hospital Services between and including the years 1993-1999.**

Smokefree policies are attached as **Appendices 1-5** for your reference.

- 1 Smokefree Policy 2005
- 2 Smokefree Policy 2009
- 3 Smokefree Policy 2012
- 4 Smokefree Policy 2015
- 5 Smokefree Policy 2018

We are declining to provide policies prior to 2005 pursuant to Section 18(g) of the Official Information Act 1982 ie *"...we do not hold this information"*.

I trust that this satisfies your interest in this matter.

You may, under section 28(3) of the Official Information Act, seek a review of our decision to withhold information by the Ombudsman. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz); or Freephone 0800 802 602.

Please note that this response, or an edited version of this response, may be published on the Canterbury DHB website after your receipt of this response.

Yours sincerely



Carolyn Gullery  
**Executive Director**  
**Planning, Funding & Decision Support**

## 1. Smokefree Policy

### Policy

- Canterbury DHB buildings, grounds and vehicles are smokefree.
- Employees are not permitted to smoke whilst representing the Canterbury DHB in an official capacity.
- No tobacco products will be sold from Canterbury DHB premises.
- Systems within the Canterbury DHB will be proactive in supporting patients, family/whanau to stop smoking.

### Purpose

- To provide a healthy smokefree environment for all employees, patients and visitors.
- To provide health leadership by being a smokefree organisation.
- To reduce the prevalence of smoking by encouraging and assisting any staff, patients, or volunteers, who indicate a desire to stop smoking.
- To meet the requirements.

### Scope

This policy applies to all Canterbury DHB employees, patients, visitors, volunteers, students and contractors, and everyone using the Canterbury DHB as a place of work.

This policy applies to all buildings, grounds and vehicles owned, leased or occupied by the Canterbury DHB.

### Associated Documents

- Smokefree Environments Act 1990 and amendments 2004.
- Other associated legislation including the Health and Safety in Employment Act 1992; Employment Relations Act 2000; Injury Rehabilitation and Compensation Act 2001; Human Rights Act 1993; The Health and Disability Commissioner Act 1994.
- CDHB Legal and Quality Manual, Volume 2
  - Complaints Management Policy.
- CDHB Human Resources Manual, Volume 3
  - Recruitment and Selection Policy
  - Orientation and Induction Policy
  - Codes of Conduct

- Disciplinary Action Policy
- CDHB Health and Safety Manual, Volume 6
  - Health and Safety Policy
- Signage, pamphlets and posters are available on each site to inform employees, patients, visitors, volunteers, students and contractors of this policy
  - Sign - "THIS BUILDING IS A SMOKEFREE ZONE"
  - Poster - "Notice to Patients"
  - Pamphlet - "Breathe Easy"

### Policy Guidelines

- Access to smoking cessation programmes is available for staff, volunteers who indicate they wish to have assistance to stop smoking.
- Actively encourage patients to stop smoking and to communicate that the CDHB can provide help if a patient wishes to stop smoking.
- It is **not** the responsibility of staff or volunteers to assist patients to an off site area for the purpose of having a cigarette.

### Breaches of the Policy

#### *Staff and Volunteers*

Any staff breaches of this policy will be investigated and dealt with according to the provisions of the Canterbury DHB Disciplinary Action Policy.

#### *Patients and Visitors*

Approach the person smoking and advise them of the Canterbury DHB's policy on smoking.

#### *Contractors*

Any breaches of this policy are to be communicated to the appropriate manager and dealt with by the contractor manager.

<b>Policy Owner</b>	Smokefree Committee
<b>Policy Authoriser</b>	CEO
<b>Date of Authorisation</b>	31 October 2005

## 15. Smokefree Policy

### Policy

- Canterbury DHB buildings, grounds, vehicles and work environments are smokefree.
- Home-based patients who are receiving assistance from a Canterbury DHB employee may be requested to refrain from smoking for the duration of the visit(s).

### Purpose

- To provide a healthy smokefree environment for all employees, patients and visitors.
- To provide health leadership by becoming a smokefree organisation.
- To protect Canterbury DHB employees from the harmful effects of second hand tobacco smoke.
- To meet the requirements of the Smokefree Environments Act 1990 and subsequent amendments.

### Scope

This policy applies to all Canterbury DHB employees, patients (including those actively receiving home-based care/support from Canterbury DHB employees), visitors, volunteers, students and contractors, and everyone using the Canterbury DHB as a place of work.

This policy applies to all buildings, grounds and vehicles owned, leased or occupied by the Canterbury DHB.

### Associated Documents

Smokefree Environments Act 1990

Canterbury DHB Volume 2 - Legal and Quality  
- Complaints Management Policy

Canterbury DHB Manual, Volume 3 - Human Resources

- Recruitment and Selection Policy
- Orientation and Induction Policy
- Codes of Conduct
- Disciplinary Action Policy

Canterbury DHB Volume 6 - Health and Safety  
- Health and Safety Policy

Signage, pamphlets and posters are available on each site to inform employees, patients, visitors, volunteers, students and contractors of this policy.

**Employee Support**

Access to smoking cessation programmes will be facilitated for staff who indicate they wish to have assistance to stop smoking.

**Tobacco Products**

No tobacco products are sold from Canterbury DHB premises.

**Breaches of this Policy**

Any staff breaches of this policy will be investigated and dealt with according to the provisions of the Canterbury DHB Disciplinary Action Policy.

**Review**

This policy shall be reviewed by the Canterbury DHB Smokefree Steering Committee 31 July 2009.

<b>Policy Owner</b>	Canterbury DHB Smokefree Steering Committee
<b>Policy Authoriser</b>	CEO
<b>Date of Authorisation</b>	<del>22 December 2004</del> 15 August 2007

## 1. Smokefree (Auahi Kore) Policy

### Policy

- All Canterbury DHB buildings, grounds, vehicles and work environments are smokefree
- Canterbury DHB actively promotes and supports smoking cessation in patients and staff using the ABC smoking cessation approach (**A**sk about smoking status, provide **B**rief **A**dvice about smoking cessation, offer **C**essation **S**upport)
- Canterbury DHB employees must not smoke while on duty, while on CDHB property, or in CDHB vehicles. Staff must not smoke when wearing CDHB uniform, ID badge or when identifiable in any way as a CDHB employee
- Patients, visitors, and contractors entering CDHB property must be made aware of the Smokefree (Auahi Kore) Policy. When patients, visitors, or contractors smoke in contravention of this policy, staff will inform them of the policy and ask them to stop smoking. Staff are not required to assist patients to go off-site for the purpose of smoking. Home-based patients who are receiving assistance from a Canterbury DHB employee will be requested to refrain from smoking for the duration of the visit(s)
- All Canterbury DHB-related events or activities held outside CDHB property must be smokefree.

### Purpose

- To provide a healthy smokefree environment for all Canterbury DHB employees, patients, visitors, volunteers, students, and contractors
- To provide health leadership by becoming a smokefree organisation
- To protect Canterbury DHB employees from the harmful effects of second hand tobacco smoke
- To meet the requirements of the Smokefree Environments Act 1990 and subsequent amendments.

### Scope

- This policy applies to all Canterbury DHB employees, patients (including those actively receiving home-based or community-based care/support from Canterbury DHB

employees), visitors, volunteers, students, and contractors, and everyone using the Canterbury DHB as a place of work

- The policy applies to all buildings, grounds, and vehicles owned, leased, or occupied by the Canterbury DHB.

**Associated Documents**

- Smokefree Environments Act 1990
- CDHB Manual, Volume 2 - Legal and Quality Complaints Management Policy
- CDHB Manual, Volume 3 – Human Resources Orientation and Induction Policy
- CDHB Manual, Volume 6 – Health and Safety Health and Safety Policy
- Signage, pamphlets and posters are available on each CDHB site to inform employees, patients, visitors, volunteers, students and contractors of this policy.

**Employee Support**

Access to smoking cessation programmes will be facilitated for staff who request assistance to stop smoking.

**Tobacco Products**

No tobacco products are sold from Canterbury DHB premises.

**Review**

This policy shall be reviewed by the Canterbury DHB Smokefree Advisory Group by 31 July 2012.

<b>Policy Owner</b>	Canterbury DHB Smokefree Advisory Group
<b>Date of Authorisation</b>	.....2011

## Smokefree (Auahi Kore) Policy

### Purpose

- To provide a healthy smokefree environment for all Canterbury DHB employees, patients, visitors, volunteers, students, and contractors
- To provide health leadership by being recognised as a smokefree organisation
- To protect Canterbury DHB employees from the harmful effects of second hand tobacco smoke and residual deposits
- To meet the requirements of the Smokefree Environments Act 1990 and subsequent amendments.

### Policy

- All Canterbury DHB buildings, grounds, vehicles and work environments are smokefree. Patients, visitors, and contractors entering CDHB property must be made aware of the Smokefree (Auahi Kore) Policy.
- If patients, visitors, or contractors smoke in contravention of this policy, staff will inform them of the policy and ask them to stop smoking.
- Clinical staff are to identify patients who smoke and advise patients of appropriate alternatives and support during their hospitalisation such as nicotine replacement therapy (NRT) and referral to an appropriate smoking cessation provider. Although staff cannot force a patient / client to stop smoking outside, staff should not actively facilitate or assist patients / clients to smoke on the hospital grounds and not escort any patient/client for the purpose of smoking but should instead offer support and NRT. Where the primary concern is for patient safety staff should exercise their own clinical judgement in each situation.
- Home-based patients who are receiving assistance from a Canterbury DHB employee will be requested to refrain from smoking during home visits.
- Canterbury DHB employees must not smoke while on duty, while on CDHB property, or in CDHB vehicles. Staff must not smoke when wearing CDHB uniform, ID badge or when identifiable in any way as a CDHB employee
- Canterbury DHB actively promotes and supports smoking cessation in patients and staff using the ABC smoking cessation approach (Ask about smoking status, provide Brief Advice to stop smoking, offer a referral to Cessation Support)

**The latest version of this document is available on the CDHB intranet/website only.  
Printed copies may not reflect the most recent updates.**



- Until there is some Ministry of Health advice to the contrary, vaping and use of electronic cigarettes are included within the scope of this policy, whether they contain nicotine or not.
- All Canterbury DHB-related events or activities held outside CDHB property must be smokefree.

## Scope

This policy applies to all Canterbury DHB employees, patients (including those actively receiving home-based or community-based care/support from Canterbury DHB employees), visitors, volunteers, students, and contractors, and everyone using the Canterbury DHB as a place of work

The policy applies to all buildings, grounds, and vehicles owned, leased, or occupied.

## Associated documents

- Smokefree Environments Act 1990
- CDHB Manual, Volume 2 - Legal and Quality
- Complaints Management Policy
- CDHB Manual, Volume 3 - Human Resources
- Orientation and Induction Policy
- CDHB Manual, Volume 6 - Health and Safety
- Health and Safety Policy
- Signage, pamphlets and posters are available on each CDHB site to inform employees, patients, visitors, volunteers, students and contractors of this policy.

## Employee Support

Access to smoking cessation programmes will be facilitated for staff who request assistance to stop smoking.

## Tobacco Products

No tobacco products are sold from Canterbury DHB premises.

## Review

This policy shall be reviewed by the Canterbury DHB Smokefree Advisory Group by 30 June 2017.

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## Measurement or evaluation

Monitoring of consumer feedback.

<b>Policy Owner</b>	CDHB Smokefree Advisory Group
<b>Policy Authoriser</b>	CDHB Smokefree Advisory Group Chair
<b>Date of Authorisation</b>	22 June 2015

RELEASED UNDER THE OFFICIAL INFORMATION ACT

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## Smokefree (Auahi Kore) Policy

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### Purpose

- To provide a healthy Smokefree environment for all Canterbury DHB (CDHB) employees, patients, visitors, volunteers, students, and contractors.
- To provide health leadership by being recognised as a Smokefree organisation.
- To protect CDHB employees from the harmful effects of second hand tobacco smoke and residual deposits.
- To meet the requirements of the Smokefree Environments Act 1990 and subsequent amendments.

### Scope

This policy applies to all CDHB employees, patients (including those actively receiving home-based or community-based care/ support from CDHB employees), visitors, volunteers, students, and contractors, and everyone using the Canterbury DHB as a place of work.

The policy applies to all buildings, grounds, and vehicles owned, leased, or occupied.

### Associated documents

- Smokefree Environments Act 1990
- CDHB Manual, Volume 2 - Legal and Quality
- Complaints Management Policy
- CDHB Manual, Volume 3 - Human Resources
- Orientation and Induction Policy
- CDHB Manual, Volume 6 - Health and Safety
- Health and Safety Policy

## Smokefree (Auahi Kore) Policy

- Signage, pamphlets and posters are available on each CDHB site to inform employees, patients, visitors, volunteers, students and contractors of this policy.

### Policy

All CDHB buildings, grounds, vehicles and work environments are Smokefree. Patients, visitors, and contractors entering CDHB property must be made aware of the Smokefree (Auahi Kore) Policy.

If patients, visitors, or contractors smoke in contravention of this policy, staff will inform them of the policy and ask them to stop smoking.

Clinical staff are to identify patients who smoke and advise patients of appropriate alternatives and support during their hospitalisation such as nicotine replacement therapy (NRT) and referral to an appropriate smoking cessation provider. Although staff cannot force a patient/ client to stop smoking outside, staff should not actively facilitate or assist patients/ clients to smoke on the hospital grounds and not escort any patient/client for the purpose of smoking but should instead offer support and NRT. Where the primary concern is for patient safety staff should exercise their own clinical judgement in each situation.

Home-based patients who are receiving assistance from a CDHB employee will be requested to refrain from smoking during home visits.

CDHB employees must not smoke while on duty, while on CDHB property, or in CDHB vehicles. Staff must not smoke when wearing CDHB uniform, ID badge or when identifiable in any way as a CDHB employee.

CDHB actively promotes and supports smoking cessation in patients and staff using the ABC smoking cessation approach (ABC = Ask about smoking status, provide Brief Advice to stop smoking, offer a referral to Cessation Support).

Until there is some Ministry of Health advice to the contrary, vaping and use of electronic cigarettes are included within the scope of this policy, whether they contain nicotine or not.

All CDHB-related events or activities held outside CDHB property must be Smokefree.

### Employee Support

Access to smoking cessation programmes will be facilitated for staff who request assistance to stop smoking.

### Tobacco Products

No tobacco products are sold from CDHB premises.

### Review

This policy shall be reviewed by the CDHB Smokefree Advisory Group by 20 March 2021.

### Measurement or evaluation

Monitoring of consumer feedback.